



U.S. General Services Administration

Federal Acquisition Service

# **Transition Inventory User Guide**

**Version 1.5**

**February 26, 2016**

PREPARED FOR  
**General Services Administration (GSA)**

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Transition Inventory User Guide

DOCUMENT HISTORY

VERSION	ISSUE DATE	CHANGES
1.0	01/31/2016	INITIAL DOCUMENT
1.5	02/26/2016	UPDATED FIGURE 2.2.1 AND TABLE 5.1



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# 1 INTRODUCTION

## 1.1 Overview

The General Services Administration's (GSA's) strategy for the next generation of telecommunications and information technology (IT) is Network Services 2020 (NS2020). NS2020 provides a roadmap for the future of GSA's Network Services Program (NSP). The Enterprise Infrastructure Solutions (EIS) contract is the follow on to the Networx, WITS3 and Regional/Local Service Agreement (LSA) contracts. To support this effort, GSA has conducted an initial inventory data validation, accessible to authorized agency users via the GSA E-MORRIS online billing management application. GSA will continue to validate and update the inventory on a monthly basis as new records are identified and discrepancies are reconciled.

GSA validated transition records are provided at the service instance level for Networx, WITS3 and Regional/Local Service Agreement (LSA) contracts. Initial validation consisted of data comparisons from various sources, further explained in section [4](#). A service instance represents a summarized roll-up of a current base service and the associated supporting/feature Contract Line Item Number (CLIN). GSA will use the service instance data to track the progress of the transition of services. Agencies can use the data to assist with transition planning and tracking.

GSA is using the existing E-MORRIS online application to provide secure, authorized access to agency transition inventory data. Service instance level data is NOT sufficient in detail to prepare transition orders.

## 1.2 Purpose

This document provides:

- Instructions to obtain access to the Transition Inventory (TI) module within E-MORRIS
- Guidelines on how to use the TI module
- Definitions of TI data and service instance records
- Communication channels
- Help desk information
- Roles and responsibilities
- Acronyms and key definitions

## 1.3 Background

GSA has captured an initial set of Networx, WITS3 and Regional/Local Service Agreement (LSA) inventory to review with agencies. Inventory summary data was made available to enable agencies to start planning and preparing for the transitioning of telecommunications services from expiring contracts.

In order to streamline the transition process, GSA validated all agency transition inventories at a service instance record level. This data is available to agency customers through the E-MORRIS online application. Agencies are responsible for reviewing the provided inventory and confirming its accuracy.

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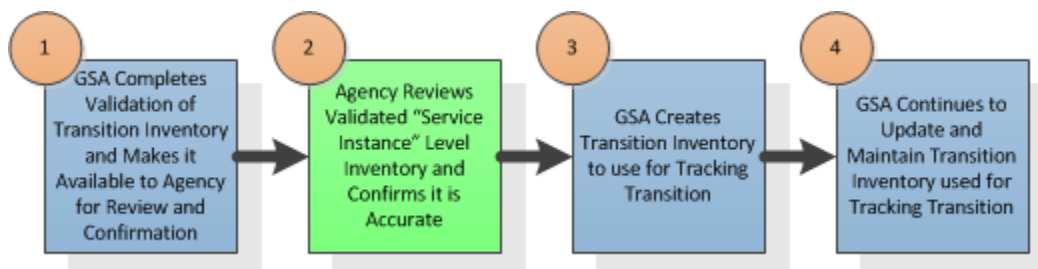


FIGURE 1.3.1 TRANSITION DATA PROGRESSION

GSA will use the validated transition inventory, at the service instance record level, to track the progress of transition from the expiring contracts. GSA will continue to update and maintain the Transition Inventory at the service instance record level, using the most current and accurate data available. Newly installed records will be added, changes accounted for and disconnects tracked, to provide transition progress statistics and reporting.

### 1.3.1 Definition of Transition

Enterprise Infrastructure Solutions (EIS) is the follow-on contract vehicle for Networx, WITS3 and Regional/Local Service Agreement (LSA) contracts. Transition is defined as the movement from an expiring contract to the EIS contract.

### 1.3.2 Proposed Timeline of Transition

The Transition Timeline can be found by selecting the “transition planning now” link on GSA’s EIS site, <http://www.gsa.gov/eis>

	Activity	2014			2015				2016				2017				2018				2019				2020	
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1	Inventory Validation																									
2	Agency Transition Plans																									
3	EIS Contract Awards																									
4	Fair Opportunity Decisions																									
5	Transition																									

FIGURE 1.3.2.1 TRANSITION TIMELINE

In preparation for transition, GSA is working with agencies and service providers to collect, review, and provide transition inventory data to the agencies. The initial set of inventory data became available **January 31, 2016**.

### 1.3.3 Definition of Service Instance Transition Inventory

The service instance transition inventory is a set of inventory records reflecting active services that must be transitioned off of the expiring Networx, WITS3 and Regional/Local Service Agreement (LSA) contracts. A service instance represents a summarized roll-up of an active current base service and includes its associated supporting/feature CLINs (e.g. usage or feature CLINs). A service instance can also be described as a single record that represents each ordered service. Service instance level inventory data provides GSA and agencies, a consistent measure to track transition progress.



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Throughout transition, the service instance inventory will be updated to reflect services as they are disconnected from the expiring contracts.

Service instance level data is not sufficient in detail to prepare transition orders. Agencies may need to obtain detailed inventory data from their current providers or other sources, to support statement of work (SOW) and/or transition orders.

## 2 GUIDELINES FOR AGENCIES

### 2.1 How to Access the TI module

The sections below describe how to register and access the TI module within E-MORRIS.

#### 2.1.1 Registration Process

The E-MORRIS user registration process must be followed to gain access to the TI module. The URL of the E-MORRIS web site is <https://emorris.fasbilling.gsa.gov>.

##### 2.1.1.1 Logon Page

From this page, users can:

1. Logon to the web site, if an existing user.  
Enter User Name (this will generally be an email address) and Password, and click “Login”.  
The User Name is not case-sensitive. The Password **is** case-sensitive.
2. Register for an account, if a new user.
3. Reset password: Existing users who have forgotten their password or have an expired password.
4. Send a message requesting assistance: Users experiencing problems logging in that cannot be resolved by resetting the password.



FIGURE 2.1.1.1.1 E-MORRIS LOGIN



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### 2.1.1.2 Registration Page

If you are not a registered E-MORRIS user, click the “Register Now” button.

FIGURE 2.1.1.2.1 E-MORRIS REGISTRATION

The request for the E-MORRIS registration page will appear.

FIGURE 2.1.1.2.2 E-MORRIS REGISTRATION REQUEST

Select “Information” located on the left-hand side of the page for assistance with the form. Users should complete as many fields as possible. Required fields include; Email Address, Last Name,





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Phone number, Agency Hierarchy Code(s), and Module Access. Select “Network Inventory” under Module Access. Enter any information that might be needed to clarify a request in the Comments field.

When information in the form is completed, click on “Submit Request”. User information will be forwarded to the appropriate staff and the user will be contacted when the new account is available. In most cases GSA will contact the user through a government email address, so it is important that a user provides a valid government email address. GSA may also need to contact the user if additional information is needed, so it is important that the user provides a valid phone number.

The user can cancel a request by clicking the “Cancel” button. The user will then be returned to the previous page.

### **2.1.1.3 Reset Password Page**

If the user has forgotten a password or the password has expired (password must be changed every 90 days or it will expire), select “Reset Password”. The Reset Password page will appear.

Enter government email address. This will generally be the same as the user’s E-MORRIS User Name. When the information in the form is completed, select the “Submit Request” button. The user can cancel this request by clicking the “Cancel” button. The user will then be returned to the previous page.

**What the user can expect.** GSA will not send the user’s current password. The user will need to create a new password. The user will receive an email at the address that GSA has on file for the account. This email will contain a temporary password. The user can go to the E-MORRIS Home page and enter the user name and the temporary password. The user will be prompted to create a new password. The user will then be able to logon using the new password.

### **2.1.1.4 Request Assistance Page**

If the user is unable to logon to the E-MORRIS web site for reasons other than a forgotten or expired password, select “Request Assistance”. The Request Assistance page will appear.

Complete as many fields as possible. First Name, Last Name and Phone Number are *required* fields. In most cases GSA will contact the user at email address on file, so it is also important to provide a valid email address. GSA may also need to contact the user if additional information is needed, so it is important that the user provides a valid phone number. Enter any information that might be needed to clarify the request in the Comments field.

When the user completes the form, select “Submit Request”. The user’s information will be forwarded to the appropriate staff, and the user will be contacted about resolving the request. The user can cancel the request by selecting “Cancel”. The user will then be returned to the previous page.

## **2.2 How to Access Service Instance Transition Inventory**

Once logged in to E-MORRIS:

1. Select the “Inventory” tab. This tab provides access to Transition Inventory data.

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2. Select “Transition Inventory” on the right-hand side of the screen, to access and download agency transition inventory. TI will display the first 15 lines of inventory data at the bottom of the screen. Users can view additional data by downloading the results or scrolling through the pages. Validated data will be identified as “Y” in the Validated Transition Tracking Record (TTR) field.
3. Use the drop downs or enter data into the filters, or combinations of filters, to support your query. The system will return the results. The first 15 will be visible at the bottom of the screen. Users can view additional data by downloading the results or scrolling through the pages.
4. Generate reports using inventory data. The drop-down options allow the user to create and download/save/print results.

In addition to the filters available to drill down on certain fields, TI will provide access to an “Agency Service Instance Inventory Report”. This report can be viewed in the TI module and downloaded in a .CSV format for agency offline review and analysis.

Figure 2.2.1 is a screen shot of the Transition Inventory option. Access to agency service instance inventory data is based on the user’s credentials.

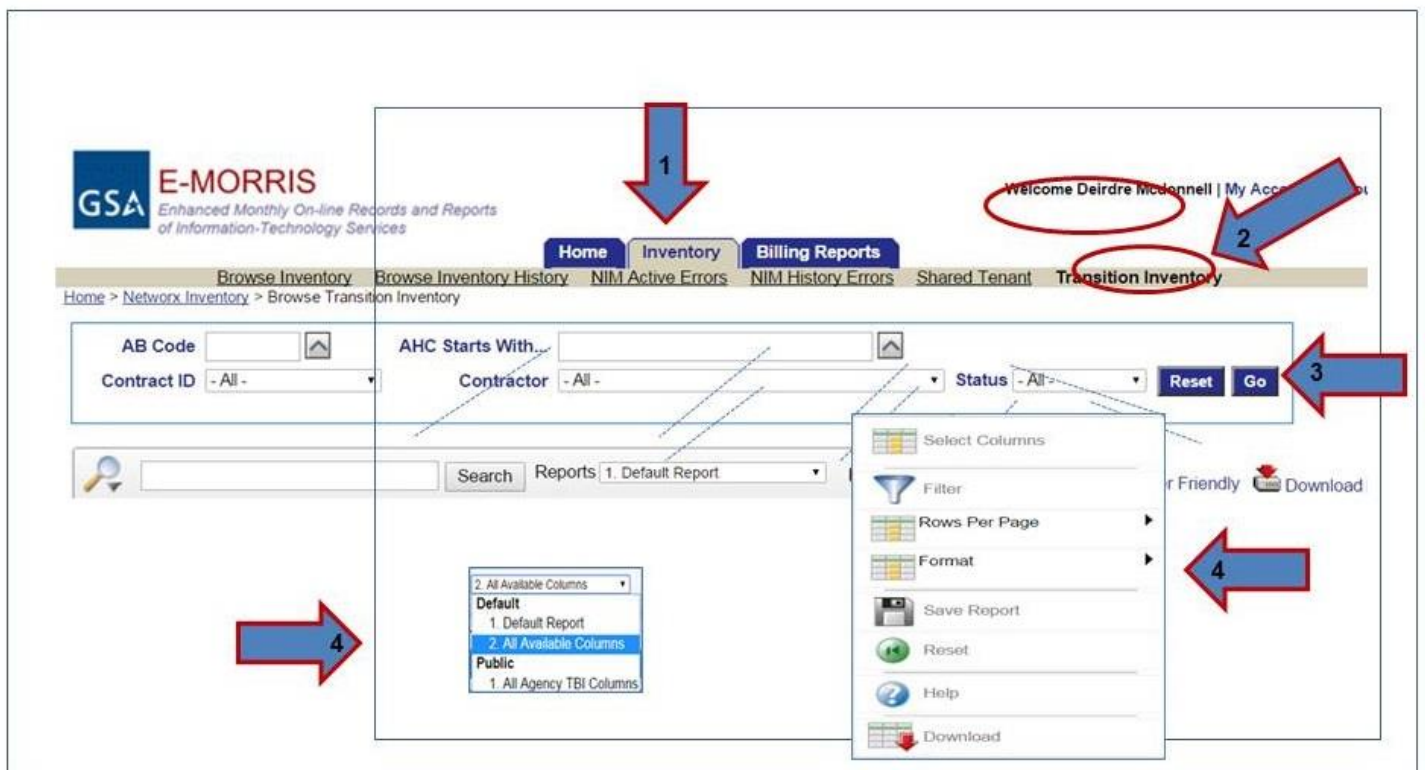


FIGURE 2.2.1 TRANSITION INVENTORY



### 3 TRANSITION INVENTORY REPORTS

In addition to the filters available through “Browse Inventory” allowing users to drill down on certain fields, TI will provide access to an “Agency Service Instance Inventory Report”. This report can be viewed in the TI module and downloaded in a .CSV format for agency offline review and analysis.

#### 3.1 TI Report Fields and Descriptions

TI reports available to authorized agency users include the fields provided in [Appendix A](#), Agency Service Instance Inventory Report Fields. Values populated in these fields may be specific to the service provider data source. Other values are derived, and populated for required agency service instance transition inventory action.

Each agency is required to retrieve, review and confirm the validated transition inventory no later than **October 1, 2016**. The agency Transition Manager (TM) facilitates agency confirmation and is the agency single point of contact to GSA during the transition inventory validation process. Agency inventory confirmation will be communicated as part of the agency’s transition planning.

##### 3.1.1 Timing of Data Sources

GSA will maintain and update the transition inventory monthly using the most current and accurate data available. Newly installed records will be added, changes accounted for and disconnects tracked to provide transition progress statistics and reporting. The timing and availability of source data varies by contract. The following sections provide a general description of the timing and availability of data by contract.

###### 3.1.1.1 Networx

Each Networx service provider delivers an inventory “snap shot” of inventory data to GSA by the 12<sup>th</sup> of each month. GSA reviews and analyzes the snap shots with other available data sources and prepares resulting moves, adds, changes and disconnects. Updated TI data may take up to two weeks before becoming available.

###### 3.1.1.2 WITS3

GSA’s National Capitol Region (NCR) team provides the WITS3 inventory data on or around the 15<sup>th</sup> of each month. GSA reviews and analyzes the WITS3 with other available data sources and prepares resulting moves, adds, changes and disconnects. Updated TI data may take up to two weeks before becoming available.

###### 3.1.1.3 Regional/LSA

GSA’s Telecommunications Ordering and Pricing System (TOPS) provides inventory data on or around the 23<sup>rd</sup> of each month. GSA reviews and analyzes the LSA data with other available data sources and prepares resulting moves, adds, changes and disconnects. Updated TI data may take up to two weeks before becoming available.

### 4 TRANSITION INVENTORY DATA ELEMENT PROPERTIES

Inventory validation is defined as normalizing service instance inventory for consistency and comparing and reconciling against available data sources. This level of validation can provide support for agency transition planning and provides a mechanism for the agencies and GSA to track the



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progress of transition from Networx, WITS3 and Regional/Local Service Agreement (LSA) contracts. The provided data is for planning and tracking transition purposes and is not intended for placing transition orders.

The service instance inventory represents data from three different contract types; Networx, WITS3 and Regional/LSAs. As a result, the data from each contract may have different values and meaning.

GSA has completed the initial inventory validation. Table 4.1 Contract Data Sources for TI – Transition Service Instance Inventory Records provides a list of the sources by contract. If a service instance record was found in a source, it was added to the transition inventory. Once an inventory record was verified across multiple sources, it was considered validated and marked in TI with a “Y”. If a record was NOT found across multiple sources, or if the GSA team questioned its validity, it was considered NOT validated and marked in TI with an “N”. Non-validated records, exceptions, and anomalies are continuing to be investigated by GSA. As the correct disposition of these records is determined, the records will become validated and addressed in the source system.

TABLE 4.1 CONTRACT DATA SOURCES FOR TI – SERVICE INSTANCE INVENTORY RECORDS

Contract(s)	Data Source
Networx	Networx Inventory Module (NIM) E-MORRIS Service Provider Inventory Snapshot Source Agency Provided Data Telecommunications Ordering and Pricing System (TOPS)
WITS3	Service@Once Prime Biller Extended Edition (PBEE) Level 3 Portal Agency Provided Data
Regional/LSA Services	TOPS Service Provider Invoices and Billing Data Customer Service Records (CSRs) Agency Provided Data Local Service Agreements

The following sections provide additional explanations for the different data elements.

### 4.1 Definition of Common Data Fields

Service instance records that appear in Transition Inventory data element TTR (Transition Tracking Record) with a “Y” indicates that GSA has determined that a record exists in at least one inventory source. Validated TTRs are used to provide transition progress statistics and reporting. Non-validated TTRs are NOT included in transition progress statistics and reporting.

GSA is providing sub-service instance records, identified with a “Y” in TI. A sub service record is a record that is transitioned with a primary service record and cannot be considered a standalone service. These non-primary transition service records cannot be transitioned to another contract without the primary source. An example of a sub-service instance record is Direct Inward Dial (DID) numbers. DID records may appear as standalone inventory, but are part of a Primary Rate Interface (PRI) and will be transitioned with the PRI.



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### 4.2 Networkx Contract Services

Transition of Networkx inventory will be handled primarily by the agency in coordination with the Networkx and EIS service provider(s). The agency is responsible for all transition related activities.

GSA will manage the transition of the shared tenant outbound long distance service that is ordered and managed by GSA. Agencies can view these records in the TI system under the Networkx contract.

The expectation is that the long distance service for each of these numbers will be transitioned together with the local service, for the same telephone number. There is a possibility, however, that an agency may need to transition the service (local from long distance) separately.

### 4.3 WITS3 Contract Services

WITS3 outbound voice services are for local service use only. Transition of these services will be coordinated through GSA's National Capitol Region (NCR) team.

#### 4.3.1 WITS3 Services Attributes

The following service instances are found in the WITS3 inventory:

TABLE 4.3.1.1 WITS3 SERVICE INSTANCE DESCRIPTIONS

Acronym	Service Instance Name	Service or Sub Service
Analog	Analog	Primary
BRI Pipe	Basic Rate Interface	Primary
ANA	Automatic Number Assignment	Primary
ANI	Automatic Number Identification	Primary
BRI	Basic Rate Interface (1B+D or 2B+D) a digital ISDN line	Primary
DSL	Digital Subscriber Line (derived channel on a line using out of bandwidth frequencies)	Primary
HBXTN	Hosted PBX Telephone Number (billing or primary number)	Sub Service
HIPTN	Hosted Internet Protocol telephone number	Sub Service
HRITN	Hosted Remote 100 telephone numbers	Sub Service
IPTN	Internet Protocol telephone number (billing)	Sub Service
PBXTN	PBX telephone number (billing)	Sub Service
PBXTN20	PBX (analog trunk) block of 20 telephone numbers	Sub Service
PENPRITN		Sub Service
PRI	Primary Rate Interface trunk (an ISDN trunk carrying 23B=d channels)	Sub Service
PRITN	PRI telephone number	Sub Service
PRITN20	PRI (ISDN Trunk) block of 20 telephone numbers	Sub Service
TIPTN	T1 primary (or billing) telephone number	Sub Service
VoIP	Voice over Internet Protocol	Sub Service

### 4.4 Regional/LSA Contract Services

All regional service inventories will be handled as part of GSA's assisted service model. These records are marked with a "Y" in TI. Agency customers with service(s) that are part of the GSA assisted service model will work with GSA to determine the disposition of the inventory.

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**Note:** GSA will perform all transition related activities for the service, including moving the service from the expiring contract to the EIS contract.

### 4.4.1 Regional/LSA Services Attributes

The following service instances are found for regional services inventory:

TABLE 4.4.1.1 REGIONAL SERVICE INSTANCE DESCRIPTIONS

Acronym	Service Instance Name	Description	Service or Sub Service
Analog	Analog	Is a “rolled up” service identifier for all types of analog lines including centrex, business lines, analog lines, centranet lines, and many others.	Primary
BRI Pipe	Basic Rate Interface	Is an Integrated Services Digital Network (ISDN). A BRI is intended for the home and small enterprise and includes a number of B-channels and a D-channel. Each B-channel carries data, voice, and other services. The D-channel carries control and signaling information.	Primary
BRI SPID	Basic Rate Interface-Service Profile Identifier	A SPID is a number assigned to a terminal on an Integrated Services Digital Network B-channel.	Sub Service
DID	Direct Inward Dialing	(DIDs) are virtual numbers that allow you to route calls to your existing telephone lines. DIDs were developed in order to be able to assign certain employees a direct number, without requiring multiple physical phone lines.	Sub Service
DSL	Digital Subscriber Line	Technology for bringing high- bandwidth information to homes and small businesses over ordinary copper telephone lines.	Primary
Other	Data Circuit, Trunks, Circuits, Wiring, Etc.	A “catch” all category for miscellaneous types of telecom services procured through a Regional office.	Primary
PBX Line	Private Branch Exchange Line	(PBXs) are virtual numbers that allow you to route calls to your existing telephone lines and are located behind a GSA PBX.	Sub Service
PRI	Primary Rate Interface	The Primary Rate Interface (PRI) is a telecommunications interface standard used on an Integrated Services Digital Network (ISDN) for carrying multiple DS0 voice and data transmissions between the network and a user The Primary Rate Interface consists of 23 B-channels and one 64 Kpbs D-channel.	Primary
T-1	T-1	Copper Based digital transmission system and the first generation of T-carrier Digital Signal.	Primary
VOIP	Voice Over IP	Voice over IP (VoIP) is a methodology and group of technologies for the delivery of voice communications and multimedia sessions over Internet Protocol (IP) networks, such as the Internet.	Primary

DIDs, SPIDs and/or PBX lines associated with a primary service instance (PRI/BRI Pipe, etc.) will be validated with the service instance (PRI/BRI Pipe, etc.) and transitioned with the primary service instance. Because the line type rolls up the service to a fairly generic service category, more specific descriptions are found in the Product Code and Product Description fields for the service record.

**Note:** GSA managed PBX DID lines are represented as PBX.





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While an agency receives its service and billing from GSA for regional services, GSA procures the service from a local service provider. In most cases, GSA receives the service from a local service agreement (LSA), whereby the government has negotiated a local contract for the federal government. In some cases, GSA procures tariff service from the local service provider. Agencies can determine the local provider by reviewing the Contractor Name and the Contract ID fields. This information may help determine if a service can be managed as a paper-only rather than a physical transition.

### 4.4.2 Regional/LSA Services Relationship to Networx Data

TI includes local service inventory procured through the GSA regions and long distance service inventory procured through Networx. GSA procured local service requiring long distance service, requires the service number to be sent to a Networx service provider selected through the agency fair opportunity process. As a result, **the service appears twice in TI** because it is under two separate contracts. TI allows agencies to view the local and long distance service together. While the expectation is that the service will be transitioned together, an agency may need to transition the service (local from long distance) separately.

## 5 AGENCY COMMUNICATION WITH GSA TEAM

GSA offers multiple methods for agencies to discuss transition inventory related questions.

TABLE 5.1 CONTACT INFORMATION

Area	Source	Email	Phone Number
Transition Inventory (TI) module access in E-MORRIS	FAS Billing Systems Help Desk	<a href="mailto:fasbilling.help@gsa.gov">fasbilling.help@gsa.gov</a>	1-877-944-8677 (toll-free)
Transition Inventory Questions	National Customer Service Center (NCSC)	<a href="mailto:ITCSC@gsa.gov">ITCSC@gsa.gov</a>	1 (855) ITaid4U (482-4348)
Transition Inventory Data - Detailed	Transition Coordination Center (TCC)	To be provided	To be provided
General	Technology Service Manager	<a href="#">Technology Service Managers</a>	<a href="#">Technology Service Managers</a>

### 5.1 E-MORRIS Help Desk

The E-MORRIS help desk will work with agencies to address and resolve issues associated with access to E-MORRIS data, including access to the TI module.

### 5.2 Help Desk

GSA's help desk will work with agencies to address and resolve questions about the TI module within the E-MORRIS online application and the data it contains. Complex cases requiring subject matter expertise will be escalated and addressed according to established procedures.

### 5.3 GSA Technology Service Managers

GSA's Technology Service Managers (TSMs) support Networx customers on all aspects of their contracts, including technical and contracting help.



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### 5.4 Transition Coordination Center

GSA has recently awarded the Transition Coordination Services contract and will provide additional communication channels once they are established.

## 6 STAKE HOLDER ROLES AND RESPONSIBILITIES

The following table lists the stake holder roles and responsibilities.

TABLE 6.1 STAKEHOLDER ROLES AND RESPONSIBILITIES

Stakeholder	Role	Responsibilities
GSA Transition Coordination Center (TCC)	Tracks and manages the objectives of the GSA Transition Inventory Validation project(s).	Supports inquiries; prepares, reconciles, and validates transition inventory at the direction of the GSA NSP Transition Inventory Project Manager
Agency	Federal government entities that are authorized and currently using the NSP contracts.	Reviews and confirms transition inventory. Works with GSA and service providers to resolve non-validated records.
Agency Transition Manager (TM)	Agency Transition Lead	Acts as the agency's single point of contact to GSA during the transition inventory validation process. Facilitates agency confirmation of transition inventory.
GSA WITS Staff	Supports services procured using the WITS3 contract	Prepares and provides to the GSA TCC the monthly combined WITS Telephone Number file containing records from Verizon and Level 3.
GSA Regional Staff	Works with agency personnel to confirm regional inventory	Updates TOPS and communicates with local service providers for changes required to regional inventory.
Contractor/Service provider	Provides products and services under the NSP contracts.	Provides inventory information. Works with GSA and agencies to address discrepancies.
GSA Technology Service Manager (TSM)	Liaison between GSA and assigned agencies.	Communicates the availability of TI file(s) and coordinates review meeting(s) between the agency and the GSA TCC.





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### 7 APPENDICIES

#### Appendix A

#### Agency Service Instance Inventory Report Fields

Field No	Field Name	Description	Contract		
			Ntwx	WITS3	LSA
1	AHC	Agency Hierarchy Code (28 characters)	x	x	x
2	AGENCY_NAME	Agency Name	x	x	x
3	SUB_AGENCY_NAME	Sub-Agency Name (if applicable)	x	x	x
4	CONTRACT_ID	Contract Identifier representing which contract source the record originated (AU, AE, CU, CE, LE, SE, VU, VE, LSA literal, Tariff, LW, VW)	x	x	x
5	Contract	Contract Category (Networx, WITS, Regional)	x	x	x
6	CONTRACTOR_NAME	Contractor/Service Provider Name (A, C, S, L, V, Reg LSA Vendor Name)	x	x	x
7	SERVICE	Service Acronym from contract	x	x	x
8	SERVICE_DESCRIPTION	Service Type Description of Acronym	x	x	x
9	TTR	Transition Tracking Record (Y/N)	x	x	x
10	Service Instance Identifier	Service Instance Identifier (Could be a concatenation of values that are familiar to the customer)	x	x	x
11	Sub-Service Instance	Indicates if the record represents a sub-service under the contract, such as Calling Card Number, DID Number, etc. The valid values in this field are: (Y/N)	x	x	x
12	Validated (TTR)	Transition Tracking Record that is "validated"	x	x	x
13	Disconnected - Contractor	Status of record in contractor/service provider system (D=Disconnected or A=Active)	x	x	x
14	UBI	Unique Billing Identifier	x		
15	CIRCUIT_ID	Circuit Identifier (populated if applicable)	x	x	x
16	PHONE_NO	Telephone Number (populated if applicable)	x	x	x
17	Disconnect Date - Contractor	Disconnect date populated when determined that a record is disconnected in the contractor/service provider's system	x	x	x
18	Full-Service?	Flag, indicating this record is part of a "Full-Service" transition process (Y/N)	x	x	x



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19	Region	GSA Region Code (populated if applicable)	x	x	x
20	CUSTOMER_NUMBER	Contractor/service provider Customer Account Number (populated if applicable)	x	x	x
21	AB_CODE	Agency Bureau Code	x	x	x
22	SVC_ORDER	Service Order Number (populated if applicable)	x		
23	DAR	Designated Agency Representative (or Agency Ordering Official)	x		x
24	ASRN	Agency Service Request Number	x		
25	ASRN2	Agency Service Request Number 2	x		
26	ORDER_TYPE	Order Type (N=New, T=Transition, C=Change, D=Disconnect)	x		
27	CLIN	Contract Line Item Number for the record selected as a "Service Instance Record"	x	x	x
28	CLIN_DESCRIPTION	Description of the Contract Line Item Number for the record selected as a "Service Instance Record" (populated if available)	x	x	x
29	SHARED_TENANT	Y/N Flag indicating if this record is part of a shared tenant arrangement	x		
30	DIRECTED_TO_NO	Directed to Number represents to which a dialed number is pointed (populated if applicable)	x		
31	INSTALL_DATE	Install Date of the service – provided by the contractor/service provider (populated if available)	x	x	
32	ACCESS_TYPE	Access Type (either Dedicated or Switched)	x		
33	CHARGE_TYPE	Charge Type – represents the charge type of the CLIN (Valid values include: NRC, MRC, Usage)	x		
34	ORIG_NIC	Originating Network Inventory Code (populated if provided by contractor/service provider)	x		
35	TERM_NIC	Terminating Network Inventory Code (populated if provided by contractor/service provider)	x		
36	NSC	Network Site Code (populated if applicable)		x	
37	ADDRESS1	Street address (populated if available)			x
38	ADDRESS2	Additional street address (populated if available)			x
39	CITY	City (populated if available)			x
40	STATE	State (populated if available)			x



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41	ZIP	Postal Code (populated if available)			x
42	COUNTRY	Country (populated if available)			
43	DISCONNECT_DATE	Disconnect Date (populated if applicable)	x	x	x
44	TSID	Telephone System ID (Applicable to services on GSA Regional Systems, including local and long distance)			x
45	Cust	Customer ID (Applicable to services on GSA Regional Systems, including local and long distance)			x
46	WSID	TOPS Worksite ID (Applicable to services on GSA Regional Systems, including local and long distance)			x
47	Line / Service	Line or Service Type (applicable to local services in TOPS)			x
48	Prod Code	Product Code (applicable to local services in TOPS)			x
49	Prod Description	Product Description (applicable to local services in TOPS)			x
50	SDP	Service Delivery Point applicable to long distance services in TOPS)	x		
51	Cat	Category ID (applicable to local and long distance services in TOPS – populated if available)	x		x
52	Subcat	Subcategory ID (applicable to local and long distance services in TOPS – populated if available)	x		x
53	BAC	Billing Account Code – describes the system and customer associated with the service (Applicable to WITS services)		x	
54	BAN_LG	Billing Account Number Location – describes the location associated with the service (Applicable to billed WITS services)		x	
55	BAN	Billing Account Number - (Applicable to billed WITS services)		x	

## Appendix B

### Acronyms and Definitions

Acronym	Definition
AHC	Agency Hierarchy Code
AE	AT&T Enterprise
ASRN	Agency Service Request Number
AU	AT&T Universal
BAC	Billing Account Code
BAN_LG	Billing Account Number Location
BAN	Billing Account Number
BOS	Business Operations Support
BRI Pipe	Basic Rate Interface
BRI SPID	Basic Rate Interface-Service Profile Identifier
CAT	Category ID
CE	Century Link Enterprise
CLIN	Contract Line Item Number
CSR	Customer Service Record
CSV	Comma Separated Values
CU	Century Link Universal
CUST	Customer ID
DAR	Designated Agency Representative
DID	Direct Inward Dial

Acronym	Definition
DSL	Digital Subscriber Line
EIS	Enterprise Infrastructure Solutions
E-MORRIS	Enhanced Monthly On-Line Records and Reports of Information Technology Services
FO	Fair Opportunity
FTSB	Federal Technology Service Billing Table
GSA	General Services Administration
GUI	Graphical User Interface
ITS	Integrated Technology Services
LE	Level 3 Enterprise
LSA	Local Service Agreement
LW	Level 3 WITS
NCR	National Capital Region
NIC	Network Inventory Code
NS2020	Network Services 2020
NSC	Network Site Code
NSP	Network Services Programs
PBEE	Prime Biller Extended Edition
PBX Line	Private Branch Exchange Line
PRI	Primary Rate Interface

Acronym	Definition
SE	Sprint Enterprise
SOW	Statement of Work
SUBCAT	Subcategory ID
T-1	T-1
TI	Transition Inventory
TCC	Transition Coordination Center
TOPS	Telecommunications Ordering and Pricing System
TM	Transition Manager
TSID	Telephone System ID
TTR	Transition Tracking Record
UBI	Unique Billing Identifier
URL	Uniform Resource Locator
VE	Verizon Enterprise
VOIP	Voice Over IP
VU	Verizon Universal
VW	Verizon WITS
WFTSB	WITS Federal Technology Service Billing Table
WITS	Washington Interagency Telecommunications System
WSID	TOPS Worksite ID



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### Appendix C Key Definitions

Key Term	Key Definition
Confirmation of Validated Inventory	Agency confirms that the inventory represents the service instances to be transitioned from the expiring Networx, WITS, and Regional LSA contracts, at the point in time the inventory was provided to the agency. GSA will use these service instance records to track and report transition progress.
Service Instance	Level of inventory tracking record that provides GSA and agencies with a consistent measure to track services as the transition from expiring NSP contracts. A service instance represents a summarized roll-up of a base service and the associated supporting/feature CLINs. Supports agency transition planning and provides a mechanism for the agencies and GSA to track the progress of transition from Networx, WITS, and regional contracts.
Transition	Enterprise Infrastructure Solutions (EIS) will be the replacement vehicle for Networx and all GSA's regional contracts and Local Service Agreements (LSAs). "Transition" is the movement from the expiring Networx and regional vehicles to the replacement EIS contracts.
Validation	Describes the activities associated with normalizing, comparing and reconciling the data at the service instance level. <b>Validated data is for transition planning and tracking purposes and is not intended for placing transition orders.</b>